

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**DISABILITY DETERMINATION MANAGER**

**I. INTRODUCTION**

**A. Purpose of This Classification Specification**

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory and management positions located within the Department of Health and Family Services, which function as Disability Determination Managers. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

**B. Inclusions**

This series encompasses professional supervisory and management positions located within the Department of Health and Family Services which function as Disability Determination Managers. Positions allocated to this series manage and administer Disability Determination-related programs and meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13). Positions in this series are responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

**C. Exclusions**

Excluded from this series are the following types of positions:

1. Positions located outside of the Department of Health and Family Services or positions which do not function as Disability Determination Managers.
2. Positions which do not meet the statutory definitions of supervisor and management as defined in Wis. Stats. 111.81(19) and (13).
3. All other positions which are more appropriately identified by other classification specifications.

**D. Entrance Into This Classification**

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITIONS DISABILITY DETERMINATION MANAGER**

The positions allocated to this classification function as: (1) Director of the Disability Determination Bureau in the Department of Health and Family Services. This position manages and administers the timely, accurate and cost effective processing of claims for Social Security Disability (Title II), Supplemental Security Income (Title XVI) and Medical Assistance (Title XIV) through the initial application level and the reconsideration level; manages the ongoing review of active cases; and the reconsideration of continuing disability review cessation and appeal hearings; or (2) Deputy Director of the Disability Determination Bureau in the Department of Health and Family Services. This position assists the director in the administration of all programs within the bureau.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification specification was created effective October 12, 1997, as part of the new Senior Manager Program (see Bulletin CC/SC-76) and resulted from the collapsing and abolishment of the Disability Determination Manager 1 and 2 classifications which were created effective January 8, 1995 (see Bulletin CC/SC-35) as a result of the Nonrepresented Institution and District Business Supervisors and Managers Survey.

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